



County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

March 20, 2008

To: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to be "W. T. Fujioka", written over a horizontal line.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

HERTZBERG-DAVIS FORENSIC SCIENCE CENTER CRIME LABORATORY INTERNSHIP PROGRAM

On October 23, 2007, your Board instructed the Chief Executive Office (CEO) to work with the Sheriff Department (Department) and California State University, Los Angeles (CSULA) to explore the development of an internship program at the new Hertzberg-Davis Forensic Science Center Crime Laboratory (Crime Laboratory) and report back to the Board in three (3) weeks. On November 2, 2007, staff from the Department's Scientific Services Bureau (SSB) met with representatives of CSULA to discuss the Board motion. Subsequently, Departmental staff submitted a proposal to our office for the Crime Lab Internship Program. After a review of the proposal with the Department of Human Resources (DHR), we recommend that the Department's current in-house internship program be expanded, namely the Crime Lab Internship Program, to utilize the existing countywide Community-Based Enterprise Education Program (C-BEEP).

COMMUNITY-BASED ENTERPRISE EDUCATION PROGRAM

C-BEEP was unanimously adopted by the County's Board of Supervisors in 1996 and is administered by DHR. It is a unique program, combining volunteerism, education, work experience, and government service, whereby qualified students are placed as interns in County departments to conduct research projects and perform job assignments.

C-BEEP was designed to offer upper-division undergraduate and graduate students a meaningful work experience by interning with the County. When students accept one of the many unpaid internships in a County department, they gain work experience in

public service, achieve an understanding of the role of government in community life, apply their field of study to the workplace, and possibly earn credit toward graduation.

C-BEEP has established procedures and guidelines governing program eligibility, selection and monitoring of volunteers, and program evaluation. Also, C-BEEP currently has partnership agreements with 22 universities throughout the County of Los Angeles.

C-BEEP Forensic Science Program Overview

Qualified volunteers will be concurrently enrolled juniors, seniors, or graduate students in good academic standing at a partnered university. Volunteers will submit projects of interest and their resumes to the C-BEEP Program Coordinator. Students will be considered for internships throughout the year. Students will be required to work a minimum of eight (8) hours weekly. Participating students are tracked throughout the fiscal year and are allowed to continue their internships, with their university and supervisor's approval, as long as the volunteer remains qualified under program guidelines. Internship volunteers may compete for Student Professional Workers (SPW) I and II, Forensic Identification Specialist I, or Criminalist positions provided they meet the specified requirements. DHR will periodically conduct exams for these positions, and successful volunteers will be encouraged to pursue employment opportunities within the County.

Program Objectives

Each County department has a C-BEEP Departmental Coordinator who serves as a liaison to DHR. The Department's designated coordinator will help create project descriptions for the recruitment of students pursuing future careers in forensic science. It is anticipated that the C-BEEP's 22 partnered universities will be the primary resource of student interns.

Under C-BEEP, students pursuing a career in forensic science will gain first-hand experience by volunteering their time, talents, and enthusiasm at the Crime Laboratory. It is anticipated that a limited number of volunteer and part-time paid SPW I and II positions will be assigned to the Program. Assigned duties vary and may include the preparation of chemical reagents and evidence collection kits, assistance with the validation of analytical methods and instrumentation, observation of Criminalists and Forensic Identification Specialists examining evidence or testifying in court, scientific research, assistance with analytical method development, or help with routine laboratory and office related tasks. However, neither volunteers nor SPW I and II will respond to or participate in crime scene investigations. SPW I and II may handle

evidence under the direct supervision of a Criminalist or Forensic Identification Specialist.

There are two (2) tracks within the Program. There will be no monetary compensation for C-BEEP; however, for the proposed expanded Crime Lab Internship Program, students may be compensated as SPW I and II. Individuals selected will undergo a law enforcement background and fingerprint check. An annual report on the activities, projects, and participants in the Program will be provided to the Department's SSB management.

Requirements for each track are as follows:

Track I

- Qualified volunteers are concurrently enrolled juniors, seniors, or graduate students in forensic science or a closely related natural science program with completion of college level course work in biology, chemistry, or other natural sciences; or concurrently enrolled juniors, seniors, or graduate students in a computer science program.
- College program requirement to complete an internship or those seeking practical experience will be considered.
- Commitment to volunteer at least 100 hours of service per quarter or 150 hours of service per semester.
- Completion of C-BEEP forms and, if required, a copy of the student's final report submitted to their university for course credit.

Track II

- Qualified volunteers are concurrently enrolled juniors, seniors, or graduate students in a college level forensic science or closely related natural science program with completion of college level course work in biology, chemistry, or other natural sciences including completion of at least eight (8) semester units of general chemistry.
- College program requirement to complete an internship or those seeking practical experience will be considered.
- Commitment to volunteer at least 100 hours of service per quarter or 150 hours of service per semester.
- Qualified applicants may be considered for the position of SPW I and II and must be willing to work a minimum of 20 hours per week.
- Completion of C-BEEP forms and, if required, a copy of the student's final report submitted to their university for course credit.

FUNDING REQUIREMENTS

The CEO and DHR will work with the Department to identify the appropriate resources needed to expand C-BEEP to include the Department's SSB forensic science program. However, pending our review, it is recommended that funding for a maximum of ten (10) SPW I and II positions be held in the Provisional Financing Uses Budget.

CONCLUSION

The increasing popularity of forensic science has caused a surge of interest among college students. Undergraduate and graduate programs in criminalistics/forensic science are enrolling more students, all eager to land full-time jobs in the field upon graduation. Many of these programs are now requiring students to complete a structured internship at an established crime laboratory. Whether or not enrolled in a formal forensic science program, getting one's foot in the door is often the key to future employment in the field. By implementing the above recommended program, the County will not only broaden a student's understanding of the field of forensic science but provide opportunities for a future career in civil service.

If you have any questions or require additional information, please contact Deputy Chief Executive Officer Doyle Campbell, Public Safety, at (213) 893-2374.

WTF:SRH:RDC
JW:SW:yjf

c: Sheriff
Executive Office, Board of Supervisors
Department of Human Resources

- VI. Consideration of Change Orders Related to the LAC+USC Replacement Project
- VII. Items Continued from a Previous Meeting of the Board of Supervisors
- VIII. Items not on the posted agenda for matters requiring immediate action because of an emergency situation, or where the need to take immediate action came to the attention of the Department subsequent to the posting of the agenda
- IX. Public Comment
- X. Adjournment